

Chief, Administrative & Training Staff

2 March 1965

Chief, Training Branch

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Recommended Administrative Procedures for [REDACTED]  
Fellowship.

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1. The Brookings Institution has awarded a Fellowship to Mr. [REDACTED] of the Office of Security. This award is included under the Government Employee Training Act which provides the authority to pay salaries and fees to employees while in a training status. The Training Branch at your request interviewed the Chiefs of the Personnel Branch, Budget and Fiscal Branch, and the Logistics Branch regarding procedures covering [REDACTED] during the year of his Fellowship.

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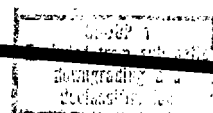
There has been no precedent in the Agency for interpreting [REDACTED] case differently from the normal external training status. Considering this hypothesis the following procedures are recommended:

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- a. The \$500 Brookings fee to be paid out of the Office of Training funds.
- b. [REDACTED] salary check be deposited in a local bank of his choice.
- c. Hospitalization claims and, or, insurance premiums such as WAEPA or UBLIC coupons should be mailed to Government Employees Health Association, Incorporated, Post Office Box 463, Washington, D. C., 20044 or paid in advance by the student.
- d. Travel and per diem to be paid at normal rate while in travel status beyond the Washington Metropolitan Area. Travel in the District of Columbia area over and above normal home to office, will be consistent with established procedures.
- e. Since this research is conducted and guided by the student, he should be required to make accountings monthly.
- f. Appropriate expense latitude should be allowed Mr. [REDACTED] in the tenure of his research, to cover areas of entertainment for private sources of information. These expenditures to be reviewed and approved by the Director of Security or his appropriate designee.

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- g. The Student's Time and Attendance records should be maintained by the Training Branch. [REDACTED] should notify this branch if there are any deviations from the normal work week.
- h. The Chief of the Logistics Branch stated that it was permissible to maintain his Agency parking permit. [REDACTED]

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- with the Logistics Branch when it expires.
- i. All expenditures other than the \$500 Brookings fee will be borne by the Office of Security.

2. The figures outlined below are estimated travel expenses that will be incurred by [REDACTED] in the fiscal years of 1965 and 1966. These figures were estimated by the Budget and Fiscal Branch.

Item	Travels	Approximate Mileage	Approximate Cost
<u>Fiscal Year 1965</u>			
1.	3 days - Harrisburg, Pa.	220	\$85.00 175.
2.	2 round trips - Baltimore, Md.	80	\$20.00 35.
3.	2 round trips - Emmetsburg, Md.	200	\$50.00 100.0
<u>Fiscal Year 1966</u>			
4.	2 weeks - Princeton & Trenton, N. J. and Philadelphia, Pa.	340	\$295.00 395.
5.	2 weeks - New York City	480	\$310.00 410.
6.	2 days - Columbus, Ohio	800	\$135.00 160.
7.	1 week - Montgomery County, Md. (@ 75 miles a day)		\$38.00 1.
8.	Local bus fare & parking fees in D. C. area.		\$100.00

Note: Washington, D. C. will be base of operations - No mileage cost to be submitted for travel within city limits.

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9. 3 days - Wilmington, Delaware

~~300~~

~~\$95.00~~ 135.00

10. ~~Miscellaneous expenses~~

~~\$100.00~~

Total expenditures:

Fiscal '65 \$155.00 760.00

Fiscal '66 \$1073.00 1,238.00

\$1228.00 1,498.00

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